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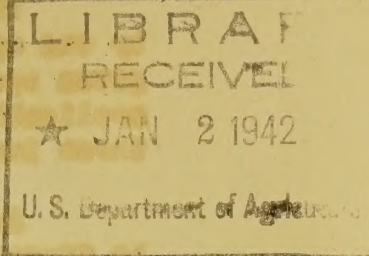
Issued December 3, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

SOUTHERN REGION BULLETIN 554

1941 RANGE CONSERVATION PROGRAM

INSTRUCTIONS FOR FILLING OUT FORM SR-555, "APPLICATION FOR PAYMENT"



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PART I. GENERAL

Each ranch to be covered by a Form SR-555, "Application for Payment" (hereinafter referred to as Form 555 or application); must have been covered by a properly executed Form SR-552A, "Report of Examination and Request for Participation" (hereinafter referred to as Form 552A), signed by the ranch operator on or before September 1, 1941, and will cover the same land as is included under a single Form SR-553, "Performance Report" (hereinafter referred to as Form 553). If the ranch was not covered by a properly executed Form SR-452) under the 1940 Range Conservation Program; or if the ranch was reconstituted in 1941, the ranch must have been covered by a properly executed Form SR-552, "Basic Information on Ranching Unit" (hereinafter referred to as Form 552).



The entries to be made on Form 555 in the county office and by the applicants have been indicated by broken lines. Where a given space has been indicated for such an entry but is not applicable to the ranch in question, it shall be left blank unless these instructions otherwise state.

Acreages and other units of range-building practices shall be expressed in whole numbers only. Fractions amounting to one-half or less shall be dropped, and fractions amounting to more than one-half shall be considered as a whole number.

Any correction in the data on Form 555 shall be made by drawing a light line through the original entry (which must remain legible) and entering the correct data immediately above or beside the original entry. Corrections on Form 555 shall be initialed by the committeeman whose signature appears in Section 4 thereof. If, however, such committeeman is not readily available for the purpose of initialing the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in Section 4 below the original signature.

#### PART II. PREPARATION OF FORM 555

A. Heading: Enter the State and county code and ranching unit serial number and the name of the county in the spaces provided in the upper right corner. The serial number will be the same as the serial number on the corresponding Forms 552A and 553.

Do not enter the transmittal number.

B. Section 3. - Practices and Payments: Except as otherwise provided, data to be entered in Section 3 shall be taken from Section 3 of Form 553.

Item 1: Enter the total acreage of range land in the ranch, as shown on the second line above the heading of Section I of form 452 following the words "Range land exclusive of farm land," or as shown in the third line of Section 3 of Form 552 following the name of the ranching unit and the total acreage in the ranch.

Item 2: Enter the grazing capacity of the ranch (expressed in animal units), as shown in line 10, column (f) (or in line 9, column (f) if no entry appears in line 10, column (f)), Section 2 of Form 552A.

Item 4(a): Enter in the applicable space the number of pounds of seed sown in connection with practice number 2.

Item 4(b): Enter in the applicable space the acreage on which practice number 2 was carried out.



Item 5: Enter in column A the description of any supplemental practices carried out in connection with practice No. 1 and in column B the extent of each such practice together with an indication as to whether the extent is in acres, linear feet, cubic feet, or cubic yards. If the extent of the practice in question is expressed in terms other than acres, also enter in parentheses the acreage on which the practice was carried out. Enter in column C the applicable rate of payment for each practice from the 1941 Range Handbook.

Item 6(a): Enter the acreage on which practice No.1 was carried out, from Section 3 of Form 553.

Item 7: Enter in lines (a), (b), and (c) of column B the number of linear feet of contour listing, furrowing or chiseling carried out under practice 4(a), 4(b), and 4(c), respectively. Enter in the applicable line of column E the acreage on which each of the 4(a) and 4(b) practices was carried out. Determine and enter in line (c), column E, the acreage on which practice 4(c) was carried out.

Item 8: Enter on a separate line in column A the total number of cubic yards of material moved in constructing each spreader dam under practice 6(a). Enter in the space provided in column C the total number of linear feet of spreader terraces constructed under practice 6(b) and enter on the same line, above the rate of payment in column D, the number of spreader terraces constructed. Enter in the space provided in column C the total number of square yards of channel riprap constructed under practice 6(c) and enter on the same line, above the rate of payment in column D, the number of structures under such practice.

Item 9: Enter in Column A the total number of cubic yards of material moved in constructing an earthen tank or reservoir under practice No. 7, and in column C the total number of cubic yards of material excavated in constructing the earthen tank or reservoir but not used in making a dam. A separate line shall be used for each project.

Item 10: Enter in column A, on a separate line for each project, the number of cubic feet of material moved in developing natural watering places in soil or gravel under practice No.10, and in column B, on a separate line for each project, the number of cubic feet of material moved in developing natural watering places in rock under practice No.10. No project shall be listed unless the total cost of its development was as much as \$20.

Items 11 through 19: Enter in column A the practice numbers of all approved range-building practices (other than practices numbered 1, 2, 4, 6, 7, and 10) carried out on the ranch, and in column B the extent of each such practice together with an indication as to whether the units are in acres, linear feet, cubic feet, or



cubic yards. Where data is entered for practice 5 the number of linear feet shall be entered as the extent and the number of acres on which the practice was carried out shall be entered in parentheses following the extent. Where data is entered for practice 8 the number of structures shall be entered in parentheses following the extent. Where data is entered for practice 9(a) or 9(b) the number of wells drilled or dug shall be entered in parentheses following the extent. Care must be taken in connection with entering data for practice 9 to see that credit for artesian wells is given only under practice 9(b). Where data is entered for practice 18 the number of linear feet shall be entered as the extent. The rate of payment for each practice shall be entered from the 1941 Range Handbook except that for practices 5 and 18 the rate shall be that per linear foot.

Item 23: If an entry has been made on the back of Form 553 indicating that:

1. Any water development or fence constructed or forest trees planted under a previous program were not maintained in the 1941 program year in accordance with good ranch management,
2. Any seeding of perennial legumes or grasses was destroyed in the 1941 program year after the ranch operator was informed that the destruction of such legumes or grasses is contrary to the purposes of the program, or,
3. The effectiveness of any range building practice carried out under a previous program was destroyed in the 1941 program year contrary to good ranch management,

the county committee shall set forth, in a statement prepared in quadruplicate and signed for the county committee by one of its members, the extent to which each such conservation measure was destroyed or its effectiveness not maintained and the amount of payment which would be earned for carrying out a like extent of the conservation measure on the ranch under the 1941 program. The total amount of payment indicated in the county committee's statement shall be entered in line 23, column D, or a zero or the word none shall be entered therein if a statement regarding such measures is not applicable. The original and one copy of the county committee's statement shall be attached to Form 555 for transmittal to the State office.

C. Section 4. - Name and Address of Ranch Operator, Payment, and Signatures:



Item 24, column A: Type or print the name and regular mail address of the ranch operator who is entitled to share in the payment. The name of the operator should be in the form in which he customarily signs business documents. If there are two or more ranch operators entitled to share separately in the payment to the ranch additional Forms 555 properly identified shall be used. In such a case no entries need be made in Section 3 or in lines 27 and 28 of the additional Forms 555 but they must be otherwise complete.

Item 24, column B: Enter the percentage of the total payment to which each ranch operator is entitled, in accordance with the agreement of all operators entitled to share in the payment. If the operators are unable to agree upon the division of the payment, the county committee shall determine the percentage share of the payment to which each such operator is entitled. If one ranch operator is entitled to all the payment enter the word "All."

Item 26, column A: Enter the word "Yes" or "No," whichever is applicable. "Yes" shall be entered in this space under either of the following circumstances:

(1) If the applicant is interested in any farm or in any other ranching unit in the county with respect to which he will file an application for payment under the applicable 1941 program.

(2) If the applicant is interested in any farm or ranching unit in any other county in the State (or in any farm, ranching unit, or turpentine place in other States - including Alaska, Hawaii, and Puerto Rico - if he is other than an individual, partnership, or estate) with respect to which he will file an application for payment under the applicable 1941 program.

Where "Yes" is entered and the applicant has not already executed a Form SR-521, "Multiple-Farm Report," in connection with the agricultural conservation program, he must execute a Form SR-521 (in accordance with the instructions set out in SRB-505A) and the same must be forwarded to the State office before or at the time the first form 555 is submitted for such applicant.

"No" should never be entered in this space until the applicant himself has indicated that he has no other interests in the same or any other county (or State, if applicable). The county office ordinarily has records on which to answer the question insofar as the applicant's interests within the county are concerned, but does not have records regarding his interests outside the county.

Item 26, column BC: In the case of an assignment, enter the name and address of the person to whom the assignment was made. Such assignment shall not be recognized, however, unless the assignee has properly executed Part II of Form ACP-69 and it is shown therein that part or all of the amount advanced still remains unpaid. If more than one assignment has been made with



respect to the same payment, only the first assignment filed in the county office and remaining unpaid at the time the Form 555 is executed shall be honored.

The instructions set forth in SRB-505A regarding assignments are hereby made a part of these instructions.

The Form ACP-69 shall be attached to the Form 555 for submission to the State office, and in all cases the Form ACP-69 must have entered thereon the date on which it was filed in the county office.

If there is no outstanding assignment the word "None" must be entered.

Item 26, column D: Enter the amount, if any, of the advance secured by the assignment remaining unpaid at the time the Form 555 is executed, from Part II of Form ACP-69. If the amount shown in Part II of the Form ACP-69 exceeds the amount in Part I of that form, the assignment shall not be accepted unless the excess amount represents interest charges (at not more than the maximum rate per annum chargeable under the law of the State in which the ranching unit is located) originally provided for in Part I of the form. The county office shall check the amount shown as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest per annum not in excess of that specified in Part I thereof and for a period not exceeding that during which the amount advanced remained unpaid, counting up to not later than the date Part II of the form was executed.

### PART III. SIGNATURE OF APPLICANT

Each applicant should familiarize himself with the provisions of Section 1, since it contains the representations upon which such applicant is basing his claim for payment. After all necessary data have been entered thereon the signature of each applicant shall be affixed in the space provided in Section 4 on the original Form 555 in ink or indelible pencil. Signatures on the application should be in the style set forth in ACP-16, "Instructions on Signatures and Authorizations," which is hereby made a part of these instructions. Under no circumstances shall a ranch operator be requested or allowed to sign an application in blank. The operator's signature must agree with his name as it appears in line 24, and must be in the original handwriting of such operator. (In case a duly authorized representative has been appointed in writing in accordance with existing procedure (Forms No. AAA-379, 380, 381, or 382, or equivalent) or by a court (as, for example, an administrator, executor, or guardian), such representative shall sign his own name, show the capacity in which he acts and for whom he acts.) Traced signatures, carbon impressions, and facsimile signatures on the original Form 555 are not acceptable, but carbon impressions are acceptable on the copies of the form.



The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the authority so to act, and the signing of Form 555 by a member of the committee shall constitute the certification of such committee that each person who signs the form in a representative capacity does possess the necessary authority. In the event the members of the committee do not have personal knowledge that each such person has proper authority, they should require such person to submit evidence of his authority. (See ACP-16 and Forms AAA-379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney or other authorization on the applicable AAA form or other form be secured for substitution unless the power-of-attorney or other authorization now on file in the county office is found to be inadequate to prove the authority to act currently. No written evidence of authority need be attached to the Form 555 when it is submitted to the State office for payment.

Each signature affixed by mark, printed, or which is in foreign script must be witnessed by one disinterested person, whose signature must be in the original and handwritten.

If any ranch operator who otherwise would share in the payment refuses to sign the Form 555, a statement by such person, setting forth his reason for refusing to sign, should be attached to the Form 555. If such statement cannot be obtained, there should be attached to the application a statement signed by the association secretary indicating the efforts which have been made to secure the signature and statement of such ranch operator and the reason for his refusal to sign the application or make the statement. If for any other reason the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign shall be entered on the Form 555 in the space where his signature would otherwise have been affixed and such entry shall be initialed by a member of the county committee or by the association secretary.

Each original application must be properly signed by the interested persons and filed in the county office on or before March 31, 1942. The date on which the signed application is filed in the county office shall be entered in the space provided. This will be the date on which the applicants affix their signatures in those cases where they come to the county office to sign the application. Where all applicants do not sign the application on the same date, the date to be entered will be the latest date on which the signature of any applicant is affixed, which in no event may be later than March 31, 1942. Where the application is taken out or mailed out of the county office for signatures, the date the signed application is returned to the county office or, if returned by mail, the date of the postmark on the envelope, will be considered as the date of filing.



If there are two or more operators of the ranch and a ranch operator fails to sign the original application, payment may be made later to such ranch operator, if within the time limit for accepting such applications he submits an application on a supplemental Form 555 properly executed by him. The basic data on the supplemental Form 555 must be identical with those on the original application, except that the letters "Supp." should appear in the upper right corner immediately following the ranching unit serial number. Such supplemental Form 555 need not be signed by any ranch operator whose signature was affixed to the original application, but must be signed by the operator submitting it and by the association secretary and a member of the county committee.

Item 27, Column A: After all necessary data have been entered on the Form 555, it shall be carefully checked and reviewed by a competent employee of the county office specially designated for this purpose. If this person finds the application to be correct in every detail, he shall affix his initials in the space provided.

#### PART IV. APPROVAL OF FORMS 555

A. Approval by County Committee: If the county committee finds that the data on Form 555 have been correctly entered and that the person(s) making application for payment are eligible under the regulations and instructions to receive payment with respect to the ranching unit covered by the Form 555, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided in Section 4 of the form. The committeeman who signs must not be a near relative of any interested person shown on Form 555 or have any sort of financial interest in the ranching unit covered thereby.

The county committee shall not approve payment to any applicant who it finds has in 1941 knowingly overplanted the cotton acreage allotment determined for any farm wherever situated in which he has an interest. If payment to any person is disallowed for this reason, the notation "Knowingly overplanted cotton allotment in 1941" shall be written in the line for his signature in Section 4 of Form 555.

The county committee shall prepare and submit to the State office with the Form 555 a statement, in duplicate, setting forth its findings and recommendations with respect to any ranch operator who it finds -

- (1) has in 1941 decreased the stand of grass or injured the forage, tree growth, or watershed by overgrazing on any ranching unit which he owns or operates; or
- (2) has adopted any practice which tends to defeat any



of the purposes of the 1941 or any previous range conservation program, or which, with respect to forest land or woodland (including turpentine timber) controlled by him, is contrary to sound conservation practices; or

- (3) has, through any device whatsoever, offset, in whole or in part, any performance reported on the Form 555; or
- (4) has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the limitation of payment (to \$10,000) set out in Section 5 of the Range Handbook.

If it is found that a ranch operator who is applying for payment on Form 555 has for 1941 made any change in the leasing arrangements of range land which were in effect on the ranching unit for 1940, or has employed any other scheme or device whatsoever, which would have the effect of depriving any other person of any payment or share therein to which such other person otherwise would be entitled, the county committee shall attach a complete report of its findings and recommendations to the Form 555, showing the percentage share of the payment to which the ranch operator would have been entitled if the change in leasing arrangements had not been made or the scheme or device had not been employed.

B. Approval by County Association Secretary: After the Form 555 has been approved by the county committee, it shall be turned over to the association secretary for his consideration and approval. The county committee may from time to time designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents in lieu of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and forwarding the original and one copy to the State office, handing one copy to the person so designated, and retaining the other copy in the files of the association.

#### PART V. SUBMITTING FORMS 555 TO STATE OFFICE

Forms 555 shall be listed on Form SRS-6, "Transmittal Sheet," for submission to the State office.



The original and all copies of Forms 555, with inserted carbons intact, shall be submitted to the State office. The county office copy and the ranch operator's copy will be returned to the county office after computations have been made thereon, at which time the ranch operator's copy should be delivered to such person.

Issued December 3, 1941, with the approval of the Administrator.

*I. W. Duggan*

I. W. Duggan  
Director, Southern Division